FILE NO 250 OF 1905

SL NO 1

50

G. R. S. [1] 190 5:6.

GENERAL AND REVENUE SECRETARIAT.

(Press.)

NOTES.

G.P. File No. 25/05:06

File Heading.

Revision of the Establishment of the Central Press Bangalore.

From

The Supdt of the Govt Press.

No. 780 Dated 15.2.06 Received 15.2.06.

Diary No. 3240	Enclos. 3	Spare Copies.	Serial No. 1

Brief Abstract of Letter.

Submits for sanction detailed proposals for the re-organisation of the Central Press Establishment and recommends the present Manager being made an assistant Supdt of the Govt Press on Rs 200/- rising to Rs 300/-

NOTES AND ORDERS.

The points for orders are:—

(1). Additional grant of Rs 50,000/- in the next year's budget for the purchase of Machinery, etc.

(2). Sanction to place machine men

to be moved, Supdt to send list of the machinery to be bought & obtain sanction

Notes—First sheet.

MGGPB—30,000—17-2-05

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press men, binders & type-casters on fixed salaries as the piece work payment is not conducive to good work.

(3) Introduction of the time account system from the 1st July 06.

(4) Sanction of the grant of Rs 500/- for expenditure according to the Supdt's discretion

(5). Extension of the Press building to afford addl accommodation.

(6) Revision of the whole of the Press Establishment

(7) Confirmation of the acting Head clerk of the Press.

(8) Change of the designation of the manager into that of Asst Supdt on a salary of Rs 250/- rising to Rs 300/- by annual increments of Rs 25/-

Requisite orders on the above so that the whole thing may be put into force on the 1st July 1906.

Item nos 1 & 4 are questions for consideration with the next year's budget estimates. Item nos 2, 6 & 8 have

In charge is now Member
28/5/1906

Approved; a schedule will be sent for approval. 28/5/1906

Approved
28/5/1906

No urgent necessity to provide addl space. As the library will be shifted it will give more space for the press. The D.O. will provide more air by opening more windows
28/5/1906

The present state of the finances does not admit of any additional expenditure being incurred.

May be confirmed as recommended by the Supdt.
28/5/1906

Govt are not prepared to entertain any proposal for change of designation or increase
28/5/1906

MGCPB—20,000—1-11-04.

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have to be considered together as all of them involve permanent additional expenditure.

Item No. 5 is being investigated in the P.W. Dept. Plans and estimates have been promised to be subd soon.

Orders on the rest of the items will follow the decision on the more important questions above referred to.

Subd for orders.

28/3/06
24/3/06 The Supdt's proposals seem very well considered, ~~and I~~

Most of the machines, etc, proposed to be purchased are included in the list approved in para 13 of the G.O. of 22d April 1905. The prices might vary in a few cases, but those given by Mr Zaleski are no doubt more & nearer the market prices. precise. The provision of Rs 50,000 asked for, being wholly for necessary items, has ~~to be~~ agendum sanctioned & entered in the budget. Mr Zaleski's proposal to select the articles & settle their prices in England, subject to formal sanction of

NOTE—Contn. sheet.

MGCPB—20,000—1-11-04.

Serial No.

Govt, may be approved.

The Chief Engineer will be asked to expedite the execution of the additions to the Press building already ordered.

The revision of the press establishment recommended by the Supdt is calculated to increase the efficiency of the institution, & the additional cost entailed (Rs 125 per mensem) seems quite moderate & reasonable.

One of the items in the revision is the change of the Manager's designation to Asstt Supdt. He now draws Rs 175 (in the grade of Rs 150-25-200 as manager, then to Rs 250 by annual increments of Rs 10), & will reach Rs 200 in April next. The proposal is to fix the Asstt Supdt's pay at Rs 200-25-300. This requires orders of Council mailed.

In the meantime, as the question of additional establishment & cost is involved, this will be referred to the Financial Branch for necessary action & orders.

2-3-06

Submitted for orders.

The opinion of the Comptroller on a similar reference is put up. (Copy of Comptroller's U.O. note dated 2.3.06 in Ed 211 of 05-06)

Hyd. 3.3.06

R

NOTE—Contn. sheet

MGCPB—50,000—24-7-05

G.R.S._12]

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The procedure suggested by the Comptroller in his note of 2.3.06 refers only to recurring charges. As the Superintendent's proposals involve both recurring and non-recurring charges, the Comptroller has to be consulted in this case under rule 24 of the Rules for Secretariat offices before further action could be taken.

Submitted to Secy.
U
5.3.06

U.O.No. 500 of 05/6
of 7.3.06

Forwarded to the Comptroller for favor of opinion 5.3.1906
M. Venkatasubbayya
Secy
U
5.3.06

ACCOUNTANT GENERAL'S OFFICE
7- ' 1906
No. 158

Accd 7/3/06

Unless the Councillors decide that the proposed non-recurring expenditure can not be postponed, the rule suggested may be safely followed. In considering the list in Budget time, Govt will no doubt give weight to the urgency of any demand whether recurring or non-recurring.

U
8/3/06

Secretary

W. Bass
7.3.06
U
12.3.06

NOTE—Contn. sheet

MGCPB—50,000—24-7-05

Proceedings of the Govt of H. H. the Maharaja of Mysore.

Order:- No. 3670-72/M.690 dated 2 - 9 - 1901.

Consequent on the retirement of Mr.T.T.Leonard, Superintendent Mysore Government Press and Stationery and Compiler, Mysore Gazette, the following arrangements are ordered with effect from the 1st September 1901:----

(1). Mr.G.Hume Wright, whose services are not required in the Police Department, is appointed Superintendent of the Government Press and Stationery, Compiler of the Mysore Gazette and ex-officio Registrar of Authorized Publications in Mysore, on his present pay and allowances.

(2). Mr.C.B.Hodgkinson, Manager of the Govt Press, who is a professional man, and on whom was devolved the whole work of printing at the Press, will be given an increase of Rs.50 to his pesent pay of Rs.200 per mensem, the maximum being reached by annual increments of Rs.10 per mensem beginning from the 1st September 1901.

(3). Mr. Charles, who has had training in England in printing, is appointed Assistant Manager of the Government Press, on pay Rs.150 per emnsem, on probation for 6 months This additional hand is necessary for supervising the large establishment attached to the Press and for improving its present system of work of working which is not at present satisfactory. After the expiry of Mr.Charles' -- period of probation, it will be considered whether his pay may not be fixed at the maximum of Rs.200 per mensem to be reached by annual increments of Rs.10. This appointment should be communicated to Mr.Charles by the Superintendent, Government Press.

2. The Superintendent now appointed should at once

set

set about revising the Press establishment, and submit proposals for weeding out the superannuated and incompetent hands and for bringing the working of the Press into a state of efficiency. It is believed that some savings will be effected by such revision.

Sd/- H.V.Nanjundaiya,

Secretary.

To

The Superintendent, Mysore Government Press.

" Inspector General of Police (for communication to Mr.G.Hume-Wright)

" Comptroller to the Government of Mysore.

Ed File No: 211 of 1905-06

Increase of monthly grants to Schools during 1906-07

Letter No: $\frac{6385}{378}$ dated 14·2·06 from the D. G. of Education in Mysore submitting for sanction a list of applications for increase of monthly grants to Schools during 1906-07 and requests that the total increase req^d., viz Rs 263 per mensem or Rs 3156 per annum may be included in the Education State Fund Budget for that year.

X X X X

Without questioning the necessity or usefulness of the expenditure, I would respectfully say that it is not possible for Government to decide this one application without knowing the demands for other Departments. I would therefore suggest that a list should be opened in the Financial Branch called the "List of new expenditure proposed for 1906-07." This list should include all applications for recurring

expenditure proposed with effect from 1906-07.

In considering the Budget estimates for 1906-07 we should at first disregard all such new items and when the preliminary Compilation of the estimates has been received from the Comptroller and they show a surplus of Revenues, the Govt. may Consider the list of new items in order of their importance and urgency and decide which can be provided in the year's estimates within the available funds.

Meanwhile the applications should be Considered in the administrative branches on the merits of the expenditure proposals and Sanction to proposals with necessary alterations may be given subject to funds being available in the next Budget.

Sd/- N. G. Basu
2.3.06

Secretary

READ—

Correspondence ending with docket No. 892, of the 28th February 1902, from the Superintendent of the Government Press, submitting for sanction a proposition statement revising the existing Fixed Establishment of the Central Press, so as to effect a saving to Government.

No. 16191-2—Mis. 17-94, DATED BANGALORE, 2ND APRIL 1902.

ORDER THEREON.—The establishment of the Government Central Press at Bangalore, exclusive of the Piece Work and Pye establishments consists of 111 hands, and costs Government Rs. 2,220 per mensem. Five of this number have been already ordered to be retired and their appointments abolished as per orders noted on the margin. The Superintendent now proposes to do away with 20 more hands, and to reduce the number to 86. The establishment, as reduced, is to be divided into a permanent establishment consisting of 63 men and a temporary one of 23 men. Government approve of the proposals made, but direct that 10 out of the 23 men placed on the temporary establishment be transferred to the permanent establishment as shown in list C appended, and one from the latter to the former, so that the number on the permanent establishment will be 72, while that on the temporary establishment will be 14. Should the Superintendent hereafter find that the services of any of the men thus transferred to the permanent list are unnecessary, he will be requested to absorb their posts as vacancies occur.

No. 7696-7—Mis. F. 17-94, dated 19th November 1901.
No. 9679—Mis. 1501, dated 19th December 1901.

2. The abolition of the above 25 appointments will effect a saving of Rs. 387 per mensem, including the one rupee that is saved by reducing the pay of a carrier from Rs. 7 to Rs. 6 per mensem. The Superintendent solicits that out of the amount thus saved, a sum of Rs. 62 per mensem may be sanctioned for giving increases to certain deserving officials. Sanction is accorded for the payment of a sum of Rs. 27 for giving increases as shown below :—

		Rs.	
1.	Head Clerk and Head Accountant ...	10	by annual increments of Rs. 5.
2.	Head Proof Reader	10	by two equal annual increments.
3.	Deputy Accountant	5	
4.	Dafadar	2	
	Total ...	27	

3. Deducting the increase thus sanctioned from the total amount saved to Government, there will be a net saving of Rs. 360 per mensem. This result of the revision effected by the Superintendent is very satisfactory and reflects great credit on Mr. Hume Wright.

4. The establishment of the Central Press, both permanent and temporary, as now revised and sanctioned with certain altered designations of officials in some cases, will stand as exhibited in Statement A appended and will take effect from 1st April 1902. Statement B is a nominal list of the 14 officials who have been placed on the temporary establishment. Whether this temporary establishment has to be continued, will be decided on the receipt of a report concerning its work from the Superintendent at the end of one year. Meanwhile, vacancies in the permanent establishment should be filled up by drafting competent men from the temporary establishment.

H. V. NANJUNDAYYA,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Press.
The Comptroller to the Government of Mysore, with copy of this office docket No. 9679—Mis. 1501, dated 9th December 1901

Exd.—T.T.R.

STATEMENT A.

Showing the existing establishment of the Government Press, and that as now proposed and sanctioned by Government.

Existing Scale.			Proposed Scale.		Sanctioned Scale.			Remarks
No.	Designation.	Pay.	Designation.	Pay.	No.	Designation.	Pay.	
		Rs.		Rs.			Rs.	
1	Manager	200-10-250	Manager	200-10-250	1	Manager ...	200-10-250	
2	Assistant Manager ...	150-10-200	Assistant Manager ...	150-10-200	2	Assistant Manager ...	150-10-200	
	OFFICE BRANCH.		OFFICE BRANCH.			OFFICE BRANCH.		
3	Head Clerk and Translator.	70-10-90	Head Clerk and Head Accountant.	120	3	Head Clerk and Head Accountant.	90-5-100	
4	Head Accountant ...	60	Head Proof Reader ...	80	4	Head Proof Reader. ...	60-5-70	
5	Store-keeper ...	45	Store-keeper ...	45	5	Store-keeper ...	45	
6	Clerk	35	Translator and Indexer.	35	6	Translator and Indexer.	35	
7	Accountant ...	30	.....	...		.....	...	Abolished.
8	Clerk	25	Clerk and Accountant ...	25	7	Clerk and Accountant ...	25	
9	Do	20	Assistant Despatcher ...	20	8	Assistant Despatcher ...	20	
10	Accountant ...	15	Deputy Accountant ...	25	9	Deputy Accountant ...	20	
11	Clerk	15	Accountant ...	15	10	Accountant ...	15	
12	Do	15	Clerk	15	11	Clerk ...	15	
13	Do	15	Do	15	12	Do ...	15	
14	Accountant ...	12	Do	12	13	Do ...	12	
	PROOF BRANCH.		PROOF BRANCH.			PROOF BRANCH.		
15	Chief Reviser ...	100	.....	...		.....	...	Do.
16	Reviser	50	Senior Proof Reader ...	50	14	Senior Proof Reader ...	50	
17	Do	48	Do ...	48	15	Do ...	48	
18	Examiner	30	Do ...	30	16	Do ...	30	
19	Do	30	Do ...	30	17	Do ...	30	
20	Do	25	Junior Proof Reader ...	25	18	Junior Proof Reader ...	25	
21	Do	25	Do ...	25	19	Do ...	25	
22	Do	20	Do ...	20	20	Do ...	20	
23	Do	18	Copy Reader ...	18	21	Copy Reader ...	18	
24	Do	15	Do	15	22	Do ...	15	
25	Do	15	Do ...	15	23	Do ...	15	
26	Proof Reader ...	15	Do ...	15	24	Do ...	15	
27	Do	15	Do ...	15	25	Do ...	15	
28	Do ...	15	Do ...	15	26	Do ...	15	
29	Do ...	12	Do ...	12	27	Do. ...	12	
30	Do ...	12	Do ...	12	28	Do ...	12	
31	Do. ...	10	Do ...	10	29	Do ...	10	
32	Do. ...	10				.....	...	Do.
33	Do ...	10				.....	...	Do.
	DESPATCHING BRANCH.		DESPATCHING BRANCH.			DESPATCHING BRANCH.		
34	Clerk ...	35	Despatcher ...	35	30	Despatcher ...	35	
35	Do ...	17	Accountant ...	17	31	Accountant ...	17	
36	Despatcher ...	5				.....	...	Do.
37	Do ...	2	Assistant Accountant ...	12	32	Assistant Accountant ...	12	

General, dated 2nd April 1902.

Statement A—continued.

Existing Scale.			Proposed Scale.		Sanctioned Scale.			Remarks.
No.	Designation.	Pay.	Designation.	Pay.	No.	Designation.	Pay.	
	DESPATCHING BRANCH—concluded.	Rs.	DESPATCHING BRANCH—concluded.	Rs.		DESPATCHING BRANCH—concluded.	Rs.	
38	Packer	10	Head Packer & Counter.	10	33	Head Packer & Counter.	10	
39	Do	9	Packer and Carrier ...	9	34	Packer and Carrier ...	9	
40	Counter	8	Do ...	8	35	Do ...	8	
41	Do	8	Do ...	8	36	Do ...	8	
42	Do	8	Do ...	8	37	Do ...	8	
43	Carrier	7	Peon ...	7	38	Peon ...	7	
44	Do	7	Packer and Carrier ...	7	39	Packer and Carrier ...	7	
45	Do	7	Do ...	7	40	Do ...	7	
46	Do	7	Do ...	7	41	Do ...	7	
47	Do	7	Do ...	6	42	Do ...	6	
48	Do	6	Do ...	6	43	Do ...	6	
	COMPOSING BRANCH.		COMPOSING BRANCH.			COMPOSING BRANCH.		
49	Section-holder ...	25	Section-holder ...	25	44	Section-holder ...	25	
50	Do	21	Do ...	21	45	Do ...	21	
51	Do	20	Do ...	20	46	Do ...	20	
52	Do	20	Do ...	20	47	Do ...	20	
53	Do	18	Do ...	18	48	Do ...	18	
54	Do	17	Press Room Clerk ...	17	49	Press Room Clerk ...	17	
55	Imposer	15	Make-up man ...	15	50	Make-up man ...	15	
56	Do	15	Do ...	15	51	Do ...	15	
57	Compositor ...	12	... ...	...		... ...	...	Abolished
58	Do	8	Attender	8	52	Attender ...	8	
59	Galley Pressman ...	8	Galley-proof man ...	8	53	Galley-proof man ...	8	
60	Do ...	8	Do ...	8	54	Do ...	8	
	PRINTING BRANCH.		PRINTING BRANCH.			PRINTING BRANCH.		
61	Engine Driver ...	35	EngineDriver and Fitter.	35	55	EngineDriver and Fitter.	35	
62	Printing Foreman ...	30	.....	...		.....	...	Do.
63	Fitter	15	Assistant Driver do ...	15	56	Assistant do ...	15	
64	Paper writer ...	10	.....	...		.....	...	Do.
65	Printer's writer ...	10	.....	...		.....	...	Do.
66	Roller caster ...	9	Roller caster and paste iler.	9	57	Roller caster and paste boiler.		
67	Counter	8				.....		Do.
68	Do	7	Peon ...	7	58	Peon ...		
69	Do	6				... ...		Do.
70	Do	6				.....		Do.
	STEREO BRANCH.		STEREO BRANCH.			STEREO BRANCH.		
71	Stereo-typer ...	40	Stereo-typer and caster...	40	59	Stereo-typer and caster...	40	
72	Do workman ...					...		Do.
	LITHO BRANCH.		LITHO BRANCH.			LITHO BRANCH.		
73	Litho Pressman ...	10				...		Do.
74	Do ...	7				...		Do.
75	Do ...	7				...		Do.

Statement A—concluded.

Existing Scale.			Proposed Scale.		Sanctioned Scale.			Remarks.
No.	Designation.	Pay.	Designation.	Pay.	No.	Designation.	Pay.	
	BINDING BRANCH.	Rs.	BINDING BRANCH.	Rs.		BINDING BRANCH.	Rs.	
76	Head Binder ...	25	Head Binder ...	25	60	Head Binder ...	25	
77	Binder	15	.....	...		.....	...	Abolished.
78	Do	13	Gilder	13	61	Gilder ...	13	
79	Do	13	Do		62	Do ...	13	
80	Do	9	.....	...		.....	...	Do.
81	Athol writer ...	12	Athol writer ...	12	63	Athol writer ...	12	
82	Counter	8	Night watchman ...	8	64	Night watchman ...	8	
83	Do	7	Peon ...	7	65	Peon ...	7	
84	Do	7	Counter	7	66	Counter ...	7	
	MISCELLANEOUS BRANCH.		MISCELLANEOUS BRANCH.			MISCELLANEOUS BRANCH.		
85	Draftsman and Engraver.	50	.....			.....	...	Do.
86	Time-keeper ...	20	Attendance keeper ..	15—20	67	Attendance keeper ..	15—20	
87	Carpenter	15	Carpenter	15	68	Carpenter ..	15	
	MENIAL BRANCH.		MENIAL BRANCH.			MENIAL BRANCH.		
88	Dafadar	8	Dafadar	10	69	Dafadar ...	10	
89	Orderly	8	Peon	8	70	Peon ...	8	
90	Do	8	Do	8	71	Do ...	8	
91	Do	7	Do	7	72	Do ...	7	
92	Gate orderly ...	7	.....	...		.....	...	Do.
93	Orderly	7	Peon ...	7	73	Peon ...	7	
94	Do	7	Do	7	74	Do ...	7	
95	Do	6	.....	...		.....	...	Do.
96	Do	6	.....	...		.....	...	Do.
97	Do	6	Peon ...	6	75	Peon ...	6	
98	Do	6	Night watchman ...	6	76	Night watchman ..	6	
99	Do	5	Counter ...	5	77	Counter ...	5	
100	Do	5	.....	...		.....	...	Do.
101	Night watchman ...	7	Counter ...	7	78	Counter ...	7	
102	Do	5	.....	...		.....	...	Do.
103	Sweeper	6	Sweeper	6	79	Sweeper ...	6	
104	Do	6	Do ...	6	80	Do ...	6	
105	Do	5	Do ...	5	81	Do ...	5	
106	Do	5	.....	...		.....	...	Do.
107	Superintendent's peon ...	7	Superintendent's peon ...	7	82	Superintendent's peon ...	7	
108	Do	7	Do	7	83	Do ...	7	
109	Do	7	Do	7	84	Do ...	7	
	CONSERVANCY ESTABLISHMENT.		CONSERVANCY ESTABLISHMENT.			CONSERVANCY ESTABLISHMENT.		
110	Cartman	18	Cartman	18	85	Cartman ...	18	
111	Scavenger	8	Scavenger	8	86	Scavenger ...	8	
	Total ...	2,220	Total ...	1,895		Total ...	1,860	

General, dated 2nd April 1902.

Statement (A) arranged according to different branches after revision.

No.	Designation.	Pay.
		Rs.
1	Manager	200-10-250
2	Assistant Manager	150-10-200
	OFFICE BRANCH.	
3	Head Clerk and Head Accountant.	90-5-100
4	Storekeeper	45
5	Translator and Indexer.	35
6	Clerk and Accountant	25
7	Deputy Accountant	20
8	Accountant	17
9	Do	15
10	Clerk	15
11	Do	15
12	Do	12
	PROOF BRANCH.	
13	Head Proof Reader	60-5-70
14	Senior Proof Reader	50
15	Do	48
16	Do	30
17	Do	30
18	Junior Proof Reader	25
19	Do	25
20	Do	20
21	Copy Reader	18
22	Do	15
23	Do	15
24	Do	15
25	Do	15
26	Do	15
27	Do	12
28	Do	12
29	Do	10
	DESPATCHING BRANCH.	
30	Despatcher	35
31	Assistant Despatcher	20
32	Do	12
33	Head Packer & Counter.	10
34	Packer and Carrier	9
35	Do	8
36	Do	8
37	Do	8
38	Do	7
39	Do	7
40	Do	7
41	Do	6
42	Do	6
43	COMPOSING BRANCH. Section-holder	25
44	Do	21
45	Do	20
46	Do	20
47	Do	18
48	Press Room Clerk	17
49	Make-up man	15
50	Do	15
51	Attender	8
52	Galley-proof man	8
53	Do	8
	PRINTING BRANCH.	
54	Engine Driver and Fitter.	35
55	Assistant do	15
56	Roller caster and paste boiler.	9
	STEREO BRANCH.	
57	Stereo-typer and caster.	40
	BINDING BRANCH.	
58	Head Binder	25
59	Gilder	13
60	Do	13
61	Athol writer	12
62	Counter	7
63	Do	7
64	Do	5
	MISCELLANEOUS BRANCH.	
65	Attendance keeper	15—20
66	Carpenter	15
	MENIAL BRANCH.	
67	Dafadar	10
68	Peon	8
69	Do	8
70	Do	7
71	Do	7
72	Do	7
73	Do	7
74	Do	7
75	Do	7
76	Do	6
77	Superintendent's peon	7
78	Do	7
79	Do	7
80	Night watchman	8
81	Do	6
	MENIAL BRANCH—concluded.	Rs.
82	Sweeper	
83	Do	6
84	Do	5
	CONSERVANCY ESTABLISHMENT.	
85	Cartman	18
86	Scavenger	8

STATEMENT B.

Showing employés placed on the Temporary Establishment.

No.	Name.	Designation.	Pay.	Remarks.
	PROOF BRANCH.		Rs.	
1	Narasimhaloo	Copy Reader	10	
	COMPOSING BRANCH.			
2	Mudduranga	Galley-Proofman	8	
3	J. Clemonts	Do	8	
	PRINTING AND BINDING BRANCH.			
4	Mownappa	Counter	7	
5	Mallappa	Do	7	
6	Krishnappa	Do	5	
	DESPATCHING BRANCH.			
7	Arulandam	Packer and Carrier	8	
8	Chikka	Do	7	
9	Thimmiah	Do	7	
10	Syed Mahomed	Do	6	
	MISCELLANEOUS BRANCH.			
11	Venkatapaty	Attendance Keeper... ...	15—20	
	STEREO BRANCH.			
12	T. McGhee	Stereo-typer and Caster ...	40	
	MENIALS.			
13	Abdul Suban	Peon	7	
14	K. Hanuma	Do	6	
		Total ...	146	

STATEMENT C.

List of employés placed by the Superintendent in the Temporary List who are now transferred to the Permanent Establishment.

No.	Name.	Designation.	Pay.
	OFFICE BRANCH.		Rs.
1	B. K. Rangaiya Chetti	Assistant Section-holder ...	15
2	N. Rajars Pille	Clerk	15
3	B. C. Venkatappa	Do ...	15
4	A. Venkatachar	Accountant	15
5	Lakshminarasimhaiya	Clerk	12
	PROOF BRANCH.		
6	J. A. Peters	Proof Reader	30
7	B. Gurumurtaiya	Copy Reader	15
8	B. V. Narayanasami	Do	12
	PRINTING BRANCH.		
9	J. Johnson	Engine Driver and Fitter ...	35
	DESPATCHING BRANC		
10	G. Bryant ...	Despatcher	35

1901-1902

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 2nd April 1902

No. 16191-2
Mis. 17-94

Sanctioning the revision of the establishment of the Government Central Press at Bangalore.

SBP—2-5-02—200.

G.R.S. 12]

General and Revenue Secretariat.

G. P. File No. 25 of 1905-06

Serial No.

Submitted for orders.

H.V.P. 9.3.06

This may now perhaps be circulated to Councillors.

Committee Matter Sec 9

H. 13.3.06

To the Committee in the first instance

247 16.3.06. H.

13.3.1906.

These questions may be answered for consideration when the Budget for the ensuing year comes up before Govt.?

H. 17/3/06

Submitted to the Dewan Sahib

H. 17.3.1906

12013 19.3.06 H.

This involves large expenditure & several proposals. Let it be circulated & kept before a meeting of Council.

H.

20.III.06

To the Registrar for circulation

H. 21.3.1906

H. 21/3/06

Items 1 & 4 may be provided in the Rajpt Budget. The other points may be considered for the present till we are able to study the previous papers including Committee's Reports on the subject. Item No 3 may be sanctioned. H. 26/3/06

Note—Contn. sheet

GPB—50,000—23 16-05

G.R.S. 12]

General and Revenue Secretariat.

G. P. · File No. 25 of 1905-06.

Serial No.

Seen. [illegible]
12/4/06

G.R.S. 15

Facing sheet for Cases included in the schedule appended to Notification No. 36 of the 8th. Aug. 1902.

GP 2505-06

8

GENERAL AND REVENUE SECRETARIAT.

Subject— Proposals for the revision of the Establishment of the Govt. Press

	Date	Initial of Officer himself or responsible Deputy.
Received in the Secretariat	15.2.06	
Submitted to Secretary	13.3.06	
Submitted by Secretary to ~~Dewan or~~ Councillor in charge	13.3.06	
Sub'd to the Dewan —	17.3.06	
Returned to Secretary	21.3.06	
Circulated by Secretary for Council ...	22.3.06	
Forwarded by 1st Councillor	22.3.06	
Forwarded by 2nd Councillor	22.3.06	
Received in Secretariat	22.3.1906	
Re-circulated	9.4.06	
~~Considered in Council~~	16-4-06	
Forwarded by 1st Councillor	16/4/06	
Do — by 2d. Councillor —	9.4.06	
Submitted to the Dewan	21.4.06	
Returned by the Dewan —	23.4.06	
Considered in Council —	28.5.06	
Submitted to ~~His Highness~~ the Dewan:	2-6-06	
Sub'd to His Highness-	6.6.06	
Orders passed by His Highness	7.6.06	
Final Orders issued		
Circulated to Councillors		
Passed on by the Councillor		
Returned to Secretary by Councillor...		

MGCPB—1200—16-2-06

955

81 21/6/06

7

GENERAL AND REVENUE SECRETARIAT.

GP 2 57/05-6

Matter for Council Meeting to be held on ~~the 23d March 06~~ 28th May 1906

at Bangalore —

Subject.

(i) Proposals for the revision of the Establishment of the Govt Central Press (including the change of designation of the Manager to Asstt: Supdt: with increased pay & confirmation of the Ag. Head Clerk) Secy.

(ii) A grant of Rs. 50000/- for the purchase of machinery during the next year — annual Budget

(iii) An grant of Rs. 500/- for expenditure on extraordinary Katta according to the Supdt's discretion — Secy

Circulated to Councillors.

Min 22-3-1906.

By Order,

Secretary.

---

1. Rajamanthra Pravine.
C. Sreenivasengar Esqr
First Councillor.

Seen and noted.
22/3/06

2. Rao Bahadur
C. Madiah Esqr
Second Councillor —

Seen
22/3/06

G. R. S. 17

P. J. O.

Circulated again to the 1st and 2d Councillors.

17th April 06

Due 9/4 Secretary

1st - Niranda A Koneya Esqr. B.A., First Councillor.

Date of Opinion 18.4.06

2nd - D. Pulthama Chetty Esqr. Second Councillor

Vide remarks within

16/4/1906 Date Rec'd 18.4.06

To Council after submission to the Devanshabha 21-4-1906

Due 9/4

313 22.4.06.

Seen - place before Council 28/4/1906 -

Due 28/4

To Council 25/4/1906

GP. 25705.6

Extract from the Proceedings of the 138th Meeting of the Council of His Highness the Maharaja, held at Bangalore on the 28th May 1906.

I. *Subject--(Clauses iii & x of the Schedule.)*

Proposals for the purchase of printing machinery at a cost of Rs. 50,000/- and for the revision of the establishment of the Government Press and other proposals subsidiary thereto.

Opinions of the Dewan and Councillors

The opinion of the Council on the several proposals made by the Superintendent of the Government Press, is as follows:—

Proposals.	Opinion.
1. Additional provision of Rs. 50,000/ in the next year's Budget for the purchase of Machinery &ca.	The amount asked for may be provided in the Budget for 1906-7. The Superintendent should send a list of the machinery to be bought and obtain the sanction of Government before purchasing them.
2. Placing machine-men, press-men, binders and type-casters on fixed	No change in

Salaries, as the piece work payment is not conducive to good work.	the System of payment now necessary.
3. Introduction of the line account System from the 1st July 1906.	This may be approved. The Superintendent should send a Schedule of rates for the approval of Government
4. Grant of Rs. 500/ annually for expenditure according to the discretion of the Superintendent for extra establishment above the Sanctioned Scale.	This may be approved.
5. Extension of the Press Building to afford additional accommodation.	There is no urgent necessity for additional accommodation. As the library, now located in the premises will be shifted elsewhere, the Press will have more accommodation. The P.W.D will be asked to arrange to let in more air into the building by opening more windows.
6. Revision of the establishment of the Press.	The present state of the finances does not admit of additional expenditure being incurred.
7. Confirmation of Vijayaramalu Naidu as Head Clerk on Rs. 70 rising to Rs. 100/- by annual increments of Rs. 5.	Vijayaramalu Naidu may be confirmed as recommended by the Superintendent.

GP 25705-6 (11)

8. Change of the designation of the Manager into that of Assistant Superintendent on a Salary of Rs. 250/ rising to Rs. 300/ by annual increments of Rs. 25/— } Government are not prepared to entertain any proposal either for a change of designation or for an increase of pay

(Signed) V. P. Madhava Rao.
Dewan of Mysore

2nd 6.1.18
Secretary

GP 25705-6. (12)

Submitted to His Highness.

Z

In passing orders on the report of the Committee appointed for considering and reporting upon the suggestions made by Mr. T. Fisher, for the reorganization of the Government Press at Bangalore, the Government decided that the question of a general reorganization of the Press might be deferred till the new Superintendent joined his duties and was in a position to say what establishment &c he would require under the revised arrangements therein sanctioned.

Mr. Yates who has since been appointed as the Superintendent of the Government Press, has after an experience of nearly a year, submitted the following proposals for the better working of the Press:-

1. Grant of ₹50,000 for machinery and type.
2. An annual grant of ₹500 for expenditure according to the Superintendent's discretion towards extra establishment.
3. Introduction of the line account system for the group system.
4. Extension of the present Press buildings.
5. Placing machine men &c on fixed salaries.

GP 28705-6. 50/B

6. Revision of the establishment of the Press at an additional cost of ₹125 per mensem.

7. Confirmation of Mr. Vijayaramlu Naidu as Head Clerk on ₹70-5-100..

8. Change of designation of the Manager to Assistant Superintendent on a salary of ₹250-25-300.

The opinions arrived at on these points after careful consideration are embodied in the appended proceedings of the Council, which may be approved.

6/6/1928. P Madhavarao

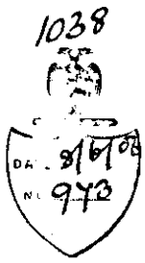
G.P. 25/08.6 .. 14

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Additional grant required for purchase of type &c., for the Government Press and proposals for revision of the Press Establishment.

Order.



Sanctioned
KRW
7/6/06

8/6/1906

Drafts accd. & cl. proceedings drawn
8/6/06

G.R.S. 12]
General and Revenue Secretariat.

GP File No. 25 of 1905-06

Serial No.

Draft - submitted
KJB 9.6.06
Please redraft as personally instructed
Draft 12/6
DNP 13/6/06
DNP Draft 15/6

2. To the Superintendent Press, Comptroller Ry. Equipment, Chief Engr, GO No. 7H/8673-8 & 18-6-06. S.P.-25-05-

Sanctions the additional Rant of Rs 50,000 for the purchase of new machinery for the Press (2) States that no change is now necessary in the system of payment of Press workmen (3) that the introduction of the time accott system is approved (4) that Rs 5000/- be placed at the disposal of the Supdt for payment of Extra Establt at his discretion (5) that there is no necessity for extension of building but more light will be provided for the present building (6) declines to revise the Press Establt (7) confirms the Hd Accts Clerk. (8) Declines to change the designation of the Manager or increase pay —

Note—Contn. sheet

GPB—50,000—23-10-05

No. 780 Enc: 6 — Office of the Superintendent, Government Press.

G.P. 728/05 06 — Dated Bangalore, 15th July 1906

From

C. H. YATES, Esq.,
Superintendent, Government Press,
Bangalore.

D3240

To B. K. Venkata Varada Iyengar, Esq.,
Secretary to Govt. of Mysore
General & Rev. Depts.

Sir,

In pursuance with Govt. Order No. G. 5727-66-F.F. 109 of 1903-04, dated 22nd April 1905 (para. 5, concluding sentence) I beg to submit the following brief report as to the working of the Central Press to date, together with some proposals thereon.

On taking up my duties I at once found the many difficulties under which the press was labouring, & for which some provision had been made in the Budget. I therefore, as soon as possible, with Government's consent, ordered some 15,000 lbs of type from Messrs Stephenson, Blake & Co., on their point system, after consulting some of the best

authorities in England. Type cabinets, furniture racks, binding requisites, &c., have also been purchased. I should mention that the price of type has been increased by six per cent. from January 1st 1906, before which date my orders were fortunately registered, thus avoiding an additional expense of some Rs. 3,000. The bulk of the type is expected in about a month's time. The total cost, inclusive of freight, &c. will be about Rs. 16,000. This is, of course, but a portion of what will be ultimately required to make the office replete.

The amount allotted in the Budget has not permitted the purchase of any printing machinery this year. The total cost of such machinery (and further supplies of type, as required) will, it is estimated, amount to some Rs. 50,000, as noted below.

3

4 It is my intention, subject to Government's approval, to see for myself, when in England this year, all machinery that is considered advisable to purchase; to make the best terms for the same; & then report to Government before purchasing. This should effect a considerable saving.

5 This item of suggested expenditure will be debited to next year's Budget, for which I have made the following approximate provision:-

	Rs.
3 Double crown "Wharfedales".	7,500
3 Royal Hand presses . . .	6,000
2 "Falcon" platen machines	3,200
1 Self-clamping cutting machine	1,600
3 numbering machines . . .	2,000
1 Nipping machine	100
1 Finishing press . . .	600
1 Backing press . . .	600
1 Type casting machine . .	4,000
10,000 lbs of Type . . .	15,000
Sundries	3 500
Freight, &c	500
	Rs. 50,000

6 I have made all possible improvements to date, wherever necessary, bearing in mind

Tu 6/ Government with that changes should be made "gradually & with tact."

Owing to the creation of several new Government Depts, the demands on the Press are constantly increasing; but I am prevented from engaging more men for want of room. Dr. Smyth has complained about the already crowded condition of the Press. The work has a tendency to accumulate, although overtime is generally the order of the day.

The remodelling of piece-work pay, on the basis of Mr. Fisher's Report, is proceeding. The "group" system among pieceworkers was abolished from January 1st 1906; and the re-modelled "line" account is in preparation. I send here-with an abstract of this, compared with the present piece account, with equivalent cost, which compares favorably. For calculation, I have taken the ~~beam~~ vouchers of Nov. 1905 as a basis.

S

9

I submit proposals to place machinemen, pressmen, binders & type casters on fixed salaries. The present piecework system for these men tends to produce poor and hurried work, and sometimes the best men get the least pay; & I am of opinion that the alternative of fixed salaries, under proper scales and due safeguards as to an average minimum output will be beneficial in every way.

10

I propose, if possible, giving effect to Mr. Fisher's suggestion in their entirety from 1st July 1906, as both the line account & the re-organised establishment should be started simultaneously.

11

I enclose herewith for the information of Government, ~~instructions~~ instructions issued for the guidance of the various branches; and hope, after a fair testing of the new systems, to prepare the Press Manual desired by Government.

12

The re-casting of accounts on a new system; the new

12 method of valuation; the line
account, &c., will require opening
of new registers. I have
accordingly applied for more
accountants. The appointment
of paid imposers is also
provided for in the list. 11

The discretionary grant
of Rs 500, recommended by
Mr. Fisher (vide para 123, page
25; and para 23 of the Committee's
Report) is, I consider, necessary,
and will, I hope, be sanctioned. B Fg 2

The recent sickness among
the workmen, & the subsequent
Chief Sanitary Commissioner's
Report on the condition of the
Press Buildings, & their crowded
state, will, I hope, expedite
the erection of the proposed
new quadrangle. 14

The appointments in the
Press not being graded, the
workmen have no opportunity
of getting increased pay, as in
other Govt. Presses; hence there is
no inducement to good men
(our great need) - to enter
Press service. To remedy this, 15

I have proposed graded appointments in the technical & executive branches, in order to give encouragement to good men.

16 I beg to submit the following proposals, which should, I think, meet the immediate requirements of the Press, under the proposed altered conditions of work. The total additional cost per annum will be Rs. 125, which, considering the constantly increasing demands on the Press, is not a large amount.

17 Below I give details of the proposed recasting of the establishment, & also enclose an abstract of its present & proposed strength, with the cost of its maintenance. It will be seen that there is a reduction in the number of piecemakers, who will be dropped to the fixed establishment. A reduction in the "pie" branch is also expected, as suggested by Mr. Fisher.

(See separate statement for these details)

8 The head clerk, Vijayaramaiah, is working very satisfactorily, and is making himself acquainted with the technical accounts. I suggest that he may be confirmed as head clerk, on a salary of Rs. 70, rising to Rs 100, by annual increments of Rs. 5, as laid down in Govt. Proceedings No. 6441-3 / G.P. 58-4 dated 2nd June 1905.

In conclusion, I beg to bring to the notice of Govt. that, now that the Branch Press at Mysore is to be increased in its working capacity; the Central Jail Press amalgamated with the Central Press; & the Stamp Manufactory being also under the same superintendency; greater & more constant oversight is necessary. The introduction of the new "line" accounts will require a responsible officer to check & pass them daily. (This is done at the Madras Govt. Press by the Deputy Superintendent on a salary of Rs. 500). Further

whenever it is necessary for me to go to Mysore or elsewhere it is desirable that there should be a capable officer in charge of the Rees. I have, therefore, much pleasure in stating that the Manager Mr Ramachandra Iyer has given me entire satisfaction in the discharge of his work, & I quite endorse the opinion of my predecessors as to his abilities & character. He has ably managed the office during my three weeks' recent absence from Bangalore; & is, in my opinion, quite capable of taking temporary charge at any time. I propose, therefore, that his designation be changed to that of Assistant Superintendent (Mr. Fisher made a similar recommendation), & that his salary be fixed at Rs 200, rising to Rs. 300, by annual increments of Rs. 25, as recommended by Mr. Sparkes on a previous occasion. His present pay is that of Rs. 250. He has been in Govt. employ for nearly 20 years.

I respectfully beg that early orders may be passed on these proposals; as I purpose, with Government's sanction, to introduce them from the commencement of the next official year.

I have the honour to be,
Sir,
Your most obt. Servant,
C. W. Yates,
Supt. Stat. Recr.

20

Abstract Statement showing the result of calculations of the Line System on Piece Work Vouchers for the month of November 1905 as compared with the amount paid for that month under the present system.

	No. of Lines of								Margin Cuts		No. of hours		No. of Vernacular pages		Value			Amount as per present system		
	Pica		Small Pica		Long Primer		Minion		Nos	Rate	No.	Rate per hour	No.	Rate per page	Rs	a	p	Rs	a	p
	No. of Lines	Rate per page of 60 lines	No. of Lines	Rate per page of 70 lines	No. of Lines	Rate per page of 76 lines	No. of lines	Rate per page of 102 lines												
Fl Cap	27,050	- 9 - Page of 45 lines	29669	- 11 6 Page of 53 lines	3277	- 14 -	11,773	1 8 -	410	- - 1	1,281	- 2 -	110½	- 10 -	1,000	6	7			
Royal 8vo	1,718	- 5 -	1,200	- 6 6	-				-		-		8	- 5 6	23	14	1			
Demy 8vo													48	- 4 -	12	-	-			
												Total Rs.			1,036	4	8	1,016	6	4

Bangalore
Dated 15th Feby 1906

C. H. Gates.
Superintendent,
Govt. Press

Wells 1
Draft 25/10/06

Abstract

No.	Branches	Present			Proposed			Increase		Remarks.
		No.	Monthly amount	Annual amount	No.	Monthly amount	Annual amount	Monthly	Annual	
1	Executive officers	2	400	4,800	2	450	5,400	50		
2	Office Branch	10	299	3588	12	385	4,620	86		
3	Proof Branch	17	425	5,100	21	500	6,000	75		
4	Composing Branch	53	375	4,500	42	569	6828	194		
5	Printing Branch	3	59	708	49	564	6,768	405		
6	Bindery	7	82	984	57	629	7,548	547		
7	Stereo & Type Casting	1	40	480	7	80	960	40		
8	Lifts Branch	4	79	948	4	91	1,092	12		
9	Despatching Branch	13	143	1,716	12	116	1,392	– 27		
10	Miscellaneous	2	35	420	3	53	636	18		
11	Menial Branch	18	126	1,512	18	126	1,512	–		
12	Conservancy	2	26	312	2	26	312	–		
	Piece work.									
	Fixed Establishment	13	156	1872				– 156		
	Piece "	220	2,344	28,128	100	1125	13,500	– 1219		
	Total	365	4589	55,068	329	4714	56568	125	1500	

Govt Press.
15th July 06

C. H. Gates.
Superintendent
Govt Press.

MYSORE GOVERNMENT PRESS.

Encl to sl. No. G.P.T. 25/05.6

RULES

TO BE OBSERVED IN COMPOSING DEPARTMENTS.

1. Each compositor must keep his cases and frame free from pie. Odd sorts must not be allowed to accumulate in quad boxes and boxes that are seldom used.

2. Cases must be blown out when necessary, with bellows. This must be done in verandahs.

3. Any pie caused through accident or otherwise must be distributed the same day as made. If this is not possible, the Foreman must be informed. Letters dropped upon the floor should be picked up at once.

4. When boxes are overflowing, surplus sorts, if not required for current use, must be returned to the Stores.

5. Mixing of founts is strictly prohibited. Battered letters must not be returned to the cases, but handed to section-holder.

6. Each compositor is responsible for the cleanliness of the imposing stone he is using; and all corrections, sorts, furniture, etc., must be cleared away when his matter is locked up and removed. The compositor last using a stone will be held responsible for any loose matter found upon it.

7. Furniture, quoins, leads, etc., must be returned to their proper places when done with. Furniture in frequent use must be tied in bundles in the proper way and labelled.

8. Standing matter must be properly secured, either by cords or quoins, and galley matter must always have clumps or furniture at foot.

9. Picking sorts from good matter is not permitted without Foreman's consent. No compositor is permitted to take sorts from another's case without permission of the section-holder.

10. All bookwork must have a white line at foot of each page, and must be properly gauged and tied up before placing on stone.

11. Galleys and formes must be washed over every time a proof is pulled; and compositors must refuse to accept any matter for distribution unless it is thoroughly cleansed. Before distribution, matter must be put on galleys and again washed with lye and water. The matter should be slightly loosened while this is being done.

12. Numbered wooden furniture and side-sticks must not be cut down.

13. Whenever possible, corrections should be gathered in the stick and taken to the stone, together with space boxes.

14. The following should be observed by compositors and proof readers :—

(*a*) Pages in the several sizes of papers should be uniform in dimensions, both in width and depth.

(*b*) Quantities should, as a general rule, be put in words when the amount is under one hundred; and in figures, when over one hundred. For instance:—sixty-five men ; 1,000 camels. Sums of money are usually put in figures.

(*c*) Uniformity of headings, whether in antique, roman, italic, etc., should be carefully observed, especially in recurring works. Readers should keep to one uniform spelling of Districts, Taluks, etc.

(*d*) Extracts, shoulder, side and incut notes, foot-notes, etc., must be set in the smaller types, according to recognised rules; and care should be observed as to uniform indentation, numbering of paragraphs, etc.

(*e*) Each compositor is responsible for copy and proofs in hand. Before leaving work these should be put into portfolios for that purpose.

(*f*) The work of any absentees will be given out to other men as may be necessary, and paid for by hour account.

15. All unnecessary conversation should be avoided. Neatness and order should be observed by every one; and the motto of each and every man should be:

A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.

C. H. Yates

Superintendent, Mysore Government Printing.

BANGALORE,
August 2nd 1905.

INSTRUCTIONS FOR THE WORKING OF

1. The Press is divided into Administrative and Working Sections, and is sub-divided into 16 main sub-sections, embracing 25 minor branches, as detailed below :—

(I) ADMINISTRATIVE SECTION.

1. Office Branch :—(*a*) Correspondence, (*b*) Accounts, (*c*) Records.
2. Proof Branch.
3. Despatching Branch.
4. Stores.
5. Paper Room.
6. Compiler's Office.
7. Office of Registrar of Authorised Publications.
8. Confidential Branch.
9. Miscellaneous :—(*a*) Attendance, (*b*) Searching at the gate, (*c*) General cleanliness of the premises.

(II) WORKING SECTION.

10. Composing Branch :—(*a*) General, (*b*) Gazette, (*c*) Proceedings, (*d*) Fixed-piece, (*e*) Archæological, (*f*) Kanarese, (*g*) Standing-Formes.
11. Type Store and Distribution Branch.
12. Printing Branch :—(*a*) Engine, (*b*) Machines, (*c*) Hand Presses, (*d*) Lithography, (*e*) Copper-plate Printing, (*f*) Roller-Casting.
13. Bindery :—(*a*) Binding, (*b*) Ruling, (*c*) Embossing.
14. Warehouse.
15. Type-Foundry :—(*a*) Casting by machine, (*b*) Casting by hand, (*c*) Stereotyping.
16. Carpentry.

2. The Manager will supervise and be chiefly responsible for the working of the entire Press.

3. The Foreman will supervise and be responsible for the conduct of the Working Section, under the orders of the Superintendent, through the medium of the Manager; and, as circumstances may require, he will be also responsible for the entire Press, or any portion of it.

4. Each branch is placed in direct charge of an officer, or a section-holder, as the case may be, who is solely responsible for the internal working of his branch.

Encl to Sl. 1
of G.P. 725/05.6

E GOVERNMENT PRESS IN GENERAL.

5. Requirements of a working branch should be made by the Section-holder to the Foreman, in writing, who will send them on with his remarks to the Manager for disposal.

6. Leave application of the Working Section will similarly be made to the Manager through the medium of the Foreman.

7. The Manager is authorised to grant leave for a portion of the day only; the rest being submitted to the orders of the Superintendent in the Leave Book.

8. The usual hours of working will be from 10-30 A.M. to 5-30 P.M., with half-an-hour's grace for the Administrative Section.

9. The hours of working may be extended in cases of emergency, and will be regulated from time to time by the Manager, with orders of the Superintendent.

10. Overtime working will be reckoned from 8 to 11 in the mornings, and 5 to 8 in the evenings.

11. The resident Foreman will be primarily responsible for the locking and unlocking of the Press, and the safety of the property, and will be the custodian of all keys of the Press.

12. The Foreman will distribute work in the working branches. Complaints as to partial distribution of work can be made even by a single employee to the Foreman, who may dispose of the complaint, if not worth-while to be reported to the Manager, and if reported, the Manager on enquiry may dispose of it, if he thinks it not worthy of reporting to the Superintendent.

13. An appeal against the Foreman or the Manager may be preferred by at least two employees to the Superintendent direct.

14. Any accident must be reported by the Foreman to the Manager for immediate attention and report to the Superintendent.

15. The Manager will finally pass every work before it is despatched from the Press.

16. In the absence of the Superintendent on other duty, for any portion of the day, the Manager, and, in his absence, the Forman, is responsible for the general up-keep and maintaining order in the Press.

C. A. Yates

BANGALORE,
th September 1905.

Supt., Government Press.

INSTRUCTIONS T

1. Each Machine Minder is held solely responsible for the cleanliness and general condition of his machine. He must see—

(i) That his Baller thoroughly oils his machine every morning.

(ii) That before starting work he looks carefully into all working parts to that everything is in order and free from any obstruction.

(iii) That before leaving off work each day the ink slab and forme are was up and left safe.

(iv) That no waste paper is allowed to remain on the floor near machine must be put into the baskets provided for the purpose.

(v) That on Saturdays the ink ductor is emptied and washed out, and machine generally cleaned.

(vi) That oil holes are to be worked free of all grit once a month by the us kerosene oil, which will be issued to all Minders on the last Satu in each month, and

(vii) That any accident or damage is reported to the Foreman immediately.

Caution.—Under no circumstances whatever may any cleaning, oiling or ch ing of rollers be allowed when a machine is in motion.

2. Great care must be taken by Machine Minders that rollers are not exp to wind or sun.

(i) In damp weather, or when a roller has to be worked directly after b washed, kerosene must be used instead of pearlash, and the roller r be wiped after being cleaned.

(ii) Rollers should not be washed except when necessary, and then only in most careful manner. When cleaned with pearlash they must be rinsed with cold water.

(iii) In dry weather a mixture composed of ink and oil, or grease, should be on rollers not in use, to preserve their natural moisture.

(iv) All rollers before being used for the first time must be cut at the ends slanting manner, but without reducing the width to less than picas wider than the ink table. This will prevent lye getting betw the composition and the stock, and injuring the rollers, when they being washed.

(v) While printing a forme full of rule, the roller-bearers must be well pa up to prevent rollers being cut.

3. The cylinder should work squarely and evenly on the bearers.

[The pressure can be tested by placing a slip of paper along the bearers taking an impression, after which the paper should show traces of a fair amou pressure but not be smashed].

4. The coffin (or type bed) should be wiped well, taking care that no piec grit are left sticking to it.

5. Examine the back of the forme to see that neither type nor dirt is stic to it, and drop it carefully on the coffin (not allowing it to fall too heavily).

6. In pulling proofs let the first test sheet be pulled lightly rather heavily.

7. Impression screws should be used as little as possible. The Minder see that the cylinder rests firmly on the bearings.

HINE DEPARTMENT.

8. Pull a clean proof on both sides and see that the register is correct. If so, cut the sheet in half and send one-half to the Press Reviser, who will initial if it is in order or correct anything that is wrong.

9. Pull another sheet on one side only and examine the back of it to see whether the pages come up level, if not, first overlay those that are lowest. Some pages may need two overlays, others only one.

10. Then pull another sheet and look very carefully over the front of it to see what further patching in particular parts is needed. Remember that what is required is to make the impression the same all over the sheet. This is best done by using pieces of patching paper as large as possible on the first sheet. [Where one large piece can be made to answer, don't use several small pieces]. If only small places are low, then small strips of patching paper, about an inch wide, are the best. Paste them (using as little paste as possible) on the sheet over the places where the impression is too light. Then cut away those parts where the impression is too heavy, such as folios, head lines, edges of pages, etc.

11. Great care must be taken when placing patched pages on the cylinder to put them in their exact position. If they are numerous, a sheet of paper should be pasted over all.

12. Put on the wavers after wiping them down with a damp rag, if dry or skinny; then lock the cylinder, let machine run about ten times, and put on the inkers.

13. Run a few waste sheets, then a clean sheet, and look all over both sides of it to see if either the impression or the colour can still be improved. If colour is not full, or is too dark, or is not level all over, alter the ductor screws so as to give more less ink as required; but when once the colour is set right, do not meddle with e screws unless absolutely necessary.

14. If the rollers are found to dip into the gutters of the former and then to jump," pack the roller bearers opposite the gutters to prevent this.

15. Blankets are only to be used for heavy broadside formes, formes of worn pe or stereo plates, or in cases where fine work is not required and making ready th hard packing is not worth the labour involved.

[Once a forme has been made ready on a blanket, the blanket must on no ount be moved, even in the slightest degree, or the making ready will be entirely ilt.]

16. The Pressman should on no account be delayed by the Corrector, Reviser Paper-issuer.

17. Wastage of paper should be allowed to Pressman from 1 to 3 per cent; percentage being less, should the number of impressions increase.

18. The Pressman is responsible for the articles issued to him such as brushes, es, rollers, etc.

19. Silvering and bronze or gold-dusting should be specially attended to by rinting Foreman.

20. Failure to attend to any of the above will entail punishment; and where rs are necessary owing to gross carelessness, the Minder will be called on to pay st of such repairs.

ALORE,
gust 1905.

C. H. Yates

Supt., Government Press.

G.R.S. 28]

G P File No. 25/05.
Serial No. 2.

Diary No. of letter replied to 3240

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.
(Press)

READ.—

Govt Proceedings No 5727-66. G.7109 of 03-04 dated the 22d April 1905 passing orders on the report of the committee appointed for considering and reporting upon the suggestions made by Mr J. Fisher for the reorganisation of the Govt Press at Bangalore.

2) Letter No 780 of the 15th Feby 06 from the Supdt of the Govt Press submitting for orders certain proposals for the better working of the Press.

the 18-6 1906

Date of issue do

Signed by W B Kamaswamy Iyer

ORDER THEREON. No.

for W B K
18/6/06

for B. T.
18/6/06

over

SUBJECT

Press copy of the whole file with this Branch on 21/6/06.

Press copy was sent to the Press in the Branch on 21/6/06

Press copy was sent by B & T on 21/6/06

Note

After use please give this Note back

Hosp. 16/6/06.

MGCPB—20,000—24-2-05

Order Nº 7L8673-b & 18-6-06
4b25-05-2

In the proceedings read above, Govt decided that the question of a general reorganisation of the Press might be deferred till the new Supdt joined his duties and was in a position to say what establishment &c, would be required under the revised arrangements therein sanctioned

2) Mr Yates who has since been appointed as the Supdt of the Govt-Press, has after an experience of nearly a year, submitted certain proposals for the better working of the Press

3) After careful consideration

I.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form.*)

of the proposals of the Supdt
Govt are pleased to
pass the following orders:-
~~on each one of them~~.

4) (i) The additional
grant of Rs 50,000/- ~~asked for~~,
for the purchase of
new machinery, type &c,
required for the Press, is
sanctioned and may be pro-
vided in the next year's
budget. The Supdt is re
~~(illegible)~~ quested to send a
list of the machinery
intended to be bought
and obtain the sanction of the Govt
before making the purchase.

ii) ~~(illegible)~~ As regards the
proposal to place
machine-men, press-men
binders & type casters
on the time scale of pay
fixed pay etc. the piece
work payment is not con-
ducive to good work,
Govt are of opinion that
no change in the system
of payment is now
necessary.

iii) The introduction

May the draft
issue
as submitted fororder
16/6/06.

Yes - Let
the Retrenchment
Rules be carefully
observed in
the Estimates
now
18/6/06

Please return
to B: V
noted
21/6/06

of the "Line account" system from 1st July 06 is approved. A schedule of rates should be submitted by the Supt. for the approval of Govt.

iv) The proposal to place at the disposal of the Supt. a grant of Rs 500/- annually for expenditure according to his discretion for extra establishment that may be required above the sanctioned scale, ~~which he may require~~, is approved. A provision to this extent will be made in the budget estimates under "Press Estt." for 1906-07.

v) As the library now located in the Press buildings, will be shifted ~~to~~ elsewhere, the Press will have more accommodation. There is, therefore, no urgent necessity to provide for the proposed extension of the building. The Chief Engr is however requested to arrange to let in more air into the buildings by opening more windows

(3

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation Sheet draft form.*)

vi) As the present scale of finances does not admit of additional expenditure being incurred, Govt are not prepared to consider the proposal relating to the revision of the Press Es.

vii) Vijayaramaiah Naidu who is acting as Hd Clerk of the Central Press will be confirmed as such on Rs 70/- rising to Rs 100/- by annual increments of Rs 5/each.

viii) Govt are not prepared to entertain the proposal regarding the change of designation and the increase of pay of the manager of the Press —

May this be passed?

Yr Obdt
13/6

Dlw
Secy
13/6

The Supdt G.P.
The Comptr M.S.
The Lib of Edn
The Ch. Engr

13

Copy to Finl Secy for needful action.

Secy
13/6

Typed Mutt
15/6

Engr
16/6